

## **Grant, Meredith**

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**From:** Kristina Twitty <ktwitty@liferesourcesga.com>  
**Sent:** Monday, December 18, 2017 12:52 PM  
**To:** Durrence, Diane  
**Cc:** Christina Middleton; Cameron, Yolanda; Chapman, Debra; Magee, Ricky  
**Subject:** Re: Quarterly Grant Reporting

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thank you all.

Diane, could you please give me a quick call?

423-946-7000 cell.

Thank you!

**Kristina Twitty,**  
*Grant Administrator*  
Life Resources of Georgia  
**678.622.5947**  
[ktwitty@liferesourcesga.com](mailto:ktwitty@liferesourcesga.com)

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On Mon, Dec 18, 2017 at 12:34 PM, Durrence, Diane <[Diane.Durrence@dph.ga.gov](mailto:Diane.Durrence@dph.ga.gov)> wrote:

I've respond to Christina with a plan for the report. Let me know if we need to discuss further. I'm copying Debra Chapman and Ricky McGee so they can answer the reimbursement question.

On Dec 18, 2017, at 11:42 AM, Kristina Twitty <[ktwitty@liferesourcesga.com](mailto:ktwitty@liferesourcesga.com)> wrote:

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Morning, Diane, and Yolanda, (I left a voicemail for Diana a bit ago, then realized she may be gone for Christmas break).

Let me make sure I understand. *In the contract, under Exhibit C, Expenditure of Funds:*

1. The 15 of each month is the due date for Direct Service Providers to submit numbers of those served (etc.) as well as invoices to Agency (LRG) for the previous calendar month.

*In the Contract under Deliverables:*

2. The 15 of Jan, April, July, Oct is the due date for Agency to submit the collective report for those served by all Direct Service Providers in the previous quarter. (Jan report will be for December only).

Considering that I may not even have numbers from Direct Service Provider reports before the 15th to submit to you on the 15th, which due date would the Department like for me to adjust?

Perhaps it will help if you are able to give us a time-frame for reimbursement also. We have not received an answer back to that question yet. I understand Mark is no longer with DPH, so I'll re-ask... what do you project the turn-around time to be from the date of invoice submissions by Agency (LRG) to DPH and reimbursement from DPH back to Agency?

I have not seen any deadline re: invoice submission to DPH by Agency in the Contract, so this first month, I am just processing as quickly as possible for submission and turn-around.

Your feedback on that would be welcomed.

Thank you both so much!!

(Feel free to call me back directly: [423-946-7000](tel:423-946-7000) cell.)

**Kristina Twitty,**  
*Grant Administrator*  
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[678.622.5947](tel:678.622.5947)  
[ktwitty@liferesourcesga.com](mailto:ktwitty@liferesourcesga.com)

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On Fri, Dec 15, 2017 at 5:13 PM, Durrence, Diane <[Diane.Durrence@dph.ga.gov](mailto:Diane.Durrence@dph.ga.gov)> wrote:

In the contract under scope of services it states the reports are due within two weeks of the end of the quarter so that fits with the dates I provided. Since both have the same timeframe in the contract can we complete the January report process to get a better idea of what it looks like?

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**From:** Kristina Twitty [mailto:[ktwitty@liferesourcesga.com](mailto:ktwitty@liferesourcesga.com)]  
**Sent:** Friday, December 15, 2017 5:08 PM  
**To:** Durrence, Diane <[Diane.Durrence@dph.ga.gov](mailto:Diane.Durrence@dph.ga.gov)>  
**Cc:** Christina Middleton <[christina@liferesourcesga.com](mailto:christina@liferesourcesga.com)>; Cameron, Yolanda <[Yolanda.Cameron@dph.ga.gov](mailto:Yolanda.Cameron@dph.ga.gov)>

**Subject:** Re: Quarterly Grant Reporting

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Thank you, Diane.

This report form is just fine. I just have a question about the deadline.

We understood that the direct service providers need to report and invoice for the previous calendar month of services.

For Invoices and reports to cover their first month of the agreement, this would be Dec 1- Dec 31, 2017.

In the contract, the deadline in the contract for Direct Service Providers (DSPs) to report to LRG (the contract managing agency) is the 15th of the month (or next day, if falling on a Sat. or Sun).

I think I'll need a few days to process all invoices (leaving room for corrections, if any), and tally numbers for the month from each Provider, sent in by the 15th to LRG.

The only mention of a deadline in the contract (p 33 D. Within two weeks of the end of the quarter, submit quarterly reports on the forms provided by DPH).

So, how would you like for me to handle this?

**Kristina Twitty,**  
Grant Administrator  
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[ktwitty@liferesourcesga.com](mailto:ktwitty@liferesourcesga.com)

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On Fri, Dec 15, 2017 at 4:40 PM, Durrence, Diane <[Diane.Durrence@dph.ga.gov](mailto:Diane.Durrence@dph.ga.gov)> wrote:

Please take a look at the attached and let me know if you have any questions or concerns. The report should be submitted 1/15/18, 4/15/18, 7/15/18 and 10/15/18.

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**From:** Kristina Twitty [mailto:[ktwitty@liferesourcesga.com](mailto:ktwitty@liferesourcesga.com)]

**Sent:** Thursday, December 14, 2017 12:34 PM

**To:** Durrence, Diane <[Diane.Durrence@dph.ga.gov](mailto:Diane.Durrence@dph.ga.gov)>

**Cc:** Christina Middleton <[christina@liferesourcesga.com](mailto:christina@liferesourcesga.com)>

**Subject:** Re: Quarterly Grant Reporting

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Thank you, Diane.

I am sure Christina can answer the questions for you. I don't see invoices before they are submitted, so I am cc'ing her here to help close the loop.

Thank you!

**Kristina Twitty,**  
Grant Administrator  
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[678.622.5947](tel:678.622.5947)  
[ktwitty@liferesourcesga.com](mailto:ktwitty@liferesourcesga.com)

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On Tue, Dec 12, 2017 at 5:17 PM, Durrence, Diane <[Diane.Durrence@dph.ga.gov](mailto:Diane.Durrence@dph.ga.gov)> wrote:

I found out that there were questions about the invoice that had to be clarified before it could be processed for payment. I've asked for follow-up from the financial manager and hope to provide an update tomorrow morning. I submitted the question about furniture but I haven't heard back. Will follow-up on that as well.

Very sorry to delay the process.

Diane

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**From:** Kristina Twitty [mailto:[ktwitty@liferesourcesga.com](mailto:ktwitty@liferesourcesga.com)]

**Sent:** Monday, December 11, 2017 9:43 AM

**To:** Durrence, Diane <[Diane.Durrence@dph.ga.gov](mailto:Diane.Durrence@dph.ga.gov)>

**Subject:** Re: Quarterly Grant Reporting

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Good Morning.

I hope you had a good weekend!

Christina had not received any communication as of Thursday. We'll meet today and I'll confirm again... but we didn't have a time-line of expectation. We are still waiting for an answer about how long we should expect to wait for LRG invoices to be filled (including those from the Direct Service Providers).

Is there a particular invoice form you'd like for me to use? I have one for the DSPs, but not to submit to you.

I am assuming you want 1 invoice, with a total amount to be remitted to LRG. Is there anything further you will need from me?

Also - Christina asked previously for further input on invoicing for some office furniture within the administration bid amount. Do you see any problem with LRG spending those funds as needed for execution on grant admin, including her request re: furnishings?

Thanks again for your help, Diane.

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On Wed, Dec 6, 2017 at 5:05 PM, Kristina Twitty <[ktwitty@liferesourcesga.com](mailto:ktwitty@liferesourcesga.com)> wrote:

Thanks!!

Let me check with Christina about the invoice communication. I so appreciate you asking.

**Kristina Twitty,**  
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On Wed, Dec 6, 2017 at 4:46 PM, Durrence, Diane <[Diane.Durrence@dph.ga.gov](mailto:Diane.Durrence@dph.ga.gov)> wrote:

I'll be glad to share. I'm glad you sent this to me so I can give myself a deadline to get it out to you by the 15<sup>th</sup>. Have you received any correspondence from your invoice or need me to follow-up on anything?

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**From:** Kristina Twitty [mailto:[ktwitty@liferesourcesga.com](mailto:ktwitty@liferesourcesga.com)]  
**Sent:** Wednesday, December 06, 2017 4:41 PM  
**To:** Durrence, Diane <[Diane.Durrence@dph.ga.gov](mailto:Diane.Durrence@dph.ga.gov)>  
**Subject:** Quarterly Grant Reporting

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Hello, Diane...

Do you have a quarterly report form to share with me yet? I'd like to base my monthly requirements for Direct Service Providers on your expectations for LRG's quarterly reporting if I may.

Thank you.

**Kristina Twitty,**  
Grant Administrator  
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